

INSTRUCTIONS OF FIRST ASSISTANT POSTMASTER GENERAL

POSTAL SERVICE RATING SYSTEM

The pamphlet "Postal Service Rating System" as revised June 1, 1947, is to be placed into effect at all first- and second-class post offices on July 1, 1947. An initial supply of the pamphlets will be forwarded to all postmasters concerned and any additional copies needed should be requested from the Fourth Assistant Postmaster General, Division of Equipment and Supplies.

In connection with the revision of the pamphlet, Form 3990, Statement of Employee's Record, and Form 3990-A, Supervisor's Rating of Employee, have also been revised. These forms, bearing revision date of June 1, 1947, should be requisitioned from the Fourth Assistant Postmaster General, Division of Equipment and Supplies, and all unused copies of the older forms should be disposed of as waste. Such requisitions should be made separately from any other, and postmasters are cautioned not to order any other supplies with this requisition.

INSTRUCTIONS OF SECOND ASSISTANT POSTMASTER GENERAL

INTERNATIONAL MAILS

Convention of the Postal Union of the Americas and Spain and Parcel Post Agreement,
Signed at Rio de Janeiro, Brazil, September 25, 1946

Mexico and Colombia have advised that the convention above mentioned was made effective in their services on June 6, 1947, and July 1, 1947, respectively.

Accordingly, in the exchange of regular mails with the countries mentioned, articles in the form of a roll, when it is a question of indivisible objects, may measure up to 40 inches in length, and the length plus twice the diameter may measure up to 48 inches.

Change No. 28, which was published in the POSTAL BULLETIN of May 13, 1947, under the above heading is amended to read:

"CHANGE—POSTAL GUIDE 1946—PART II

"CHANGE No. 38:

- "Page 3, table 2, column dimensions, first paragraph,
- "Page 4, section 3, paragraph 1, fifth sentence,
- "Page 6, section 5, paragraph 1, fourth sentence,
- "Page 7, section 6, paragraph 1, fourth sentence,
- "Page 10, section 9, paragraph 1, fourth sentence,
- "Page 12, section 10, paragraph 1, fourth sentence."

Change the periods at the end to semicolons and add: "however in the case of indivisible objects exchanged with Argentina, Bolivia, Brazil, Colombia, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, El Salvador, Spain (including the Spanish Colonies, the Spanish Zone of Morocco, and the Spanish Office in Andorra), Uruguay, and Venezuela, the length (40 inches maximum) plus twice the diameter may be as much as 48 inches."

INSTRUCTIONS OF THIRD ASSISTANT POSTMASTER GENERAL

25-CENT AIR MAIL STAMP

The Department will issue a new 25-cent air mail stamp, intended for use on mail destined to Pacific and Asiatic areas and to portions of Africa, through the San Francisco, Calif., post office on July 30, 1947. This stamp is being issued to conform to the international air mail rate of 25 cents a half ounce established last November for these countries.

The stamp will be of the special delivery size, 0.84 by 1.44 inches in dimensions, arranged horizontally. It will be printed by the rotary process, in blue, and issued in panes of 50. The central design of the stamp depicts a modern four-motor plane in flight above the San Francisco-Oakland Bay Bridge with the city of San Francisco in the background. The wording "Air Mail" in dark Gothic appears in the upper left of the stamp and across the bottom in a dark panel is the lettering "United States Postage." At the extreme right above the panel is the denomination "25¢" on a dark circular background.

Stamp collectors desiring first-day cancellations of this stamp may send

a limited number of addressed envelopes, not in excess of 10, to the Postmaster, San Francisco, Calif., with postal note or money order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.** Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. An outside envelope should not be sent for return of first-day covers. The envelope to the postmaster should be endorsed "First Day Covers". Collectors should refrain from requesting hand cancellations since covers will be machine canceled so far as practicable. Orders for first-day covers to the Postmaster, San Francisco, Calif., must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 25-cent air mail stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after July 31, 1947. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Agency does not service first-day covers.**

Direct and central-accounting postmasters should immediately submit requisitions on Form 3201 to the Department for such quantity of 25-cent air-mail stamps as may represent not more than a 3 months' supply. Replenishing requisitions later tendered should be drawn on the basis of actual postal requirements and not initial sales which may be excessive due to philatelic interest in the item.

Postmasters at district-accounting post offices may obtain needed quantities of the 25-cent air-mail stamp by requisition on the central-accounting postmaster.

Postmasters are cautioned not to place the stamp herein announced on sale before July 31, 1947.

INSTRUCTIONS OF CHIEF INSPECTOR

APPOINTMENT

Robert B. Dunbar has been restored, after duty with War Department in Tokyo, Japan, to the position of Post Office Inspector in Charge, Denver, Colo., effective July 1, 1947, vice Maurice A. Clark.

Maurice A. Clark has been reappointed Assistant Post Office Inspector in Charge, Denver, Colo., effective July 1, 1947, due to return of Inspector-in-Charge Dunbar.

REVISED FORM 1510

In the POSTAL BULLETIN of June 24, 1947, it was stated that, after the initial distribution of revised Form 1510, the book variety of that form would be furnished for use at second-, third-, and fourth-class offices and at stations and branches of first-class offices. The book form will not be available for several months, and until then only the loose-leaf variety can be furnished. Offices which have requisitioned the book variety of forms should submit a new requisition if the loose-leaf forms on hand are not sufficient to meet their present needs.

It was expected that the initial supply of the loose-leaf variety furnished the larger offices would be sufficient for from 2 to 3 months. The present stock in the Department is limited. An additional supply will be obtained as soon as practicable. Postmasters should therefore not requisition additional supplies of Form 1510 within the next 30 days unless actually needed before September 1.

Postmasters are expected to supply Forms 1510 to large firm mailers as they have done in the past. See item (b) of the fourth paragraph of the notice in the BULLETIN of June 24. However, in view of the limited stock on hand, those patrons should be furnished only the supply needed to meet their requirements until about September 1.

It has been reported that some Forms 1510 are folded so that the lines on the original and duplicate do not match. This can be corrected by matching the perforations on the original and duplicate, before entering the particulars.

POST OFFICE CHANGES

Unit Change
VIRGINIA

Bayard: Unit 1171 (not 1170).

POST OFFICE BRANCHES

Establishment Canceled
ARKANSAS

Camden: 72801, 10390 (naval post office for Naval Ordnance Plant, Shumaker) with money-order facilities effective Nov. 28, 1944.